



City of Memphis
Division of Park Services - Recreation Services
Facility Rental Agreement

Receipt # _____

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Sponsoring Agency/Organization: _____

Representative of Sponsoring Agency/Organization: _____
(Must sign Rental Agreement)

Address: _____
Street Address City State Zip

Home Phone: _____ Business Phone: _____

Fax: _____ Pager/Cell Phone: _____

1. Facility Requested: _____ 2. Date(s) of Event: _____

3. Type of Event: _____ 4. Scheduled Time: From _____ To _____

Terms and Conditions for Rental Agreement

By submitting this Rental Agreement, the agreement holder indicates receipt and understanding, abiding by all instructions, terms, conditions, rules, regulations and agrees to the following additional terms. **FEES:** A rental deposit of \$100 must be made in advance in order to secure rental at any site, regardless of the tier. The rental fee, based on tier structure, is to be received 30 days prior to the scheduled event. The posting of a deposit does not relieve the rental agreement holder from the responsibility for performing all clean up and correcting all damage(s) relating to any Event.

Tier 1 ---- \$125.00 per hour

____ Hickory Hill CC	____ Bert Ferguson CC
____ Skinner Center	____ McWhorter Senior Ctr
____ Orange Mound SCC	____ Lewis Sen. Ctr.
____ Frayser Raleigh Sen. Ctr.	

Tier 2 ---- \$100.00 per hour

____ Cunningham CC	____ Davis CC
____ Glenview CC	____ McFarland CC
____ Raleigh CC	____ Riverview CC
____ Katie Sexton CC	____ Whitehaven CC

Tier 3 ---- \$75.00 per hour

____ Bickford CC	____ Charles Powell CC
____ Dave Wells CC	____ Ed Rice CC
____ Gaisman CC	____ Hollywood CC
____ Lester CC	____ Marion Hale CC
____ Mitchell CC	____ Orange Mound CC

Tier 4 ---- \$50.00 per hour

____ Bethel LaBelle CC	____ Douglass CC
____ Gaston CC	____ Greenlaw CC
____ Hamilton CC	____ Magnolia CC
____ North Frayser CC	____ Pine Hill CC

- a) Rental Agreement Holder must adhere to all laws, rules, regulations, and policies as set forth by the City of Memphis, the Division of Park Services, the County of Shelby as stated in the Facility Rental Information Packet. Rental Agreement Holder agrees that no unlawful use or acts are to occur on the Premises. Misconduct on the part of participants will be grounds for terminating rental immediately and the fee(s) will be forfeited. Alcoholic beverages are not allowed on Park Services premises.
- b) No modification of this document shall be valid unless in writing and signed by an appropriate Park Services' Representative.
- c) The individual executing this document on behalf of the event organizer affirms that he/she is authorized to do so.

Authorized Signature _____ Date _____

Name and Title (please print) _____

(Park Services use only)

Approved: _____ Criteria applied: _____

Denied: _____ Justification: _____

By: _____ Date: _____
Center Director Recreation Manager Date

By: _____ Date: _____
Administrator or Deputy Director- Recreation Services

White Copy: Customer
Yellow Copy: Service Center
Pink Copy: Recreation Manager